

Space Allocation at Berkeley Lab

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from: Paul Alivisatos

Dear Colleagues,

As you know, the Lab is experiencing rapid programmatic growth due to the success of our scientific agenda and the mounting urgency of the solutions we seek to deliver. The only downside is the resulting space and parking crunch. In response, we are exploring options for a second site and making plans to revitalize existing infrastructure. We will also be using off-site leases to temporarily relocate portions of the Life Sciences Division and Operations. In the short-term, however, we still have a space problem--particularly with office space-- and we must act now to develop a strategy for efficient space usage that will enable growth over the long-term.

Over the past year, I have been working with the Senior Leadership team and the Space Planning & Advisory Committee (SPAC), which has representatives from the scientific and operations staff with deep knowledge of the culture and history of the Lab. Together we are developing a plan to meet the challenges of dealing with unprecedented growth on the Hill over the next 18 months, including the addition of ~300 new staff.

As part of a rational approach to the optimal use of our space, we have decided to adopt a Lab-wide metric, which will be **phased-in over time as staff are relocated and space around the Lab is remodeled or renovated**. The metric was developed after careful consideration of metrics used in similar academic and research institutions. The space metric includes an allocation to divisions for collaboration space to encourage interactions, as well as an allowance for existing physical constraints which do not allow for optimal usage of the space (columns for instance).

Employee Group	<i>Max. space allocation (net square feet)</i>
Division Leadership	<i>140 nsf</i>
Scientific Leadership	<i>120 nsf</i>
Scientific & Engineering Staff, Group leaders, Mgrs	<i>100 nsf</i>
Technical and administrative staff	<i>64 nsf</i>
Rehired retirees	<i>64 nsf</i>
Postdocs and grad students	<i>48 nsf</i>
Interactive space factor (overall)	<i>+20%</i>
Utilization factor (overall)	<i>+10%</i>

This space metric, taking into account the need for interactive space and the utilization factor, will be used to allocate office space to each Division. Individual office assignments will be made by the Divisions, within the envelope of their overall space allocation. Some office space may need to be re-configured, and temporary re-location may be necessary in some cases. I ask for your patience and cooperation as this process

unfolds. Both the SPAC and the Facilities Division will work with each Division to develop plans to optimally reconfigure space and to provide support during the transition.

This is an exciting and challenging period for the Laboratory. I believe that in the years ahead, we will look back on this decision as a necessary step in our continued success. I plan to hold a brown bag town hall to discuss this with the Lab community on August 30, 2010 from Noon to 1:00 pm, in the Building 50 Auditorium (with any updates to the schedule posted online in TABL).

Best Regards,
Paul

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